



**Town of Burgaw
Board of Commissioners Meeting
Burgaw Town Center, 108 E. Wilmington Street, Burgaw NC
November 14, 2023 at 4:30 PM**

AGENDA

- 1. Call to Order – *Mayor Olivia Dawson***
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Approval of Consent Agenda**
 - A. Approval of the October 10, 2023 Regular Meeting Minutes
 - B. Approval of the October 10, 2023 Closed Session Minutes
 - C. Approval of the February 21, 22, and 24, 2023 Special Meeting Minutes
 - D. Approval of the April 18, 2023 Special Meeting Minutes

**Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.*

SPECIAL REQUESTS/PRESENTATIONS

- 6. New Employee Introductions – *Department Heads***
- 7. Recognition of Desmond Jordan – *Mayor Dawson***
- 8. Meet Our Principals – *Principals from local Pender County Schools***
- 9. Request of Street Closure – *Dawn Nicole Johnson, Burgaw Chamber of Commerce***

DEPARTMENTAL ITEMS

Parks, Recreation & Tourism – *Cody Suggs, Director*

- 10. Public Funding Request**
- 11. Departmental Updates – *Department Heads***

BREAK (5:30 or thereabout)

There will be a five minute break in order to allow citizens to sign up for Public Forum and Public Hearings.

PUBLIC FORUM

12. **Public Forum** - *The Public Forum is for non-public hearing items only. Speakers must sign in, step to the podium when recognized, state your name and residence address. Remarks should be limited to three (3) minutes per speaker.*

PUBLIC HEARING

Public Hearing #1 – Gilbert Combs, Planning Director

This public hearing is a continuation from October 10, 2023.

13. Consideration of a text amendment to the Unified Development Ordinance to amend section 8.13 Dimensional Requirements; Table of Area, Yard, and Height Requirements. The amendment would increase the maximum height for Office Use in the Office & Institutional Zoning District from 35 feet to 45 feet.
14. Resolution 2023-23 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by Carolyn Moser of Pender County Health and Human Services to amend Section 8.13 Dimensional Requirements; Table of Area, Yard and Height Requirements, to increase the maximum height for office use from 35 feet to 45 feet.
15. Ordinance 2023-29 A requested text change amendment of the Town of Burgaw Unified Development Ordinance requested by Carolyn Moser of Pender County Health and Human Services to amend Section 8.13 Dimensional Requirements; Table of Area, Yard and Height Requirements, to increase the maximum height for office use from 35 feet to 45 feet.

Public Hearing #2A – Gilbert Combs, Planning Director

16. Consideration of a conditional district rezoning from R-12, Residential to R-7(CZ), Residential Conditional District for a multifamily project containing 40 3-bedroom townhomes located on Timberly Lane (PIN: 3229-36-9052-0000).
17. Resolution 2023-24 Adopting a statement of consistency regarding an amendment of the official zoning map of the Town of Burgaw requested by Andrew Smith of Penderline, LLC to rezone property located on North Timberly Lane (PIN: 3229-36-9052-0000) from R-12, Residential to R-7 (CZ) Residential District Conditional Zoning for a multifamily project containing 40 3-bedroom townhomes.
18. Ordinance 2023-30 A map amendment of the official zoning map of the Town of Burgaw requested by Andrew Smith of Penderline, LLC to rezone property located on North Timberly Lane (PIN: 3229-36-9052-0000) from R-12, Residential to R-7 (CZ) Residential District Conditional Zoning for a multifamily project containing 40 3-bedroom townhomes.

Public Hearing #2B – *Gilbert Combs, Planning Director*

19. Consideration of a special use permit request for multifamily residential in an R-7(CZ), Residential Conditional Zoning District for 40 3-bedroom townhomes located on Timberly Lane (PIN: 3229-36-9052-0000).
20. Resolution 2023-25 Resolution for a Special Use Permit for property located on North Timberly Lane (PIN: 3229-36-9052-0000) to allow a multifamily project containing 40 3-bedroom townhomes in the R-7 (CZ), Residential District Conditional Zoning.

Public Hearing #3 – *Jessica Gray, Community Development Coordinator*

21. Consideration of a special use permit request for a bar in the B-1, Central Business District, located at 111 East Fremont Street (PIN: 3229-32-7816-0000). The request would permit a bar use to occupy a portion of the existing structure and would include outdoor seating.
22. Resolution 2023-26 Resolution for a Special Use Permit for property located at 111 East Fremont Street (PIN: 3229-32-7816-0000) to allow a bar use with outdoor seating in a downstairs unit in the B-1, Central Business District and within the Central Fire District.

ITEMS FROM ASSISTANT MANAGER – *Jim Hock, Assistant Town Manager*

23. Ordinance 2023-31 Traffic Schedule Ordinance Update
24. Updates on Current Town Projects
 - Public Works Facility Expansion Project
 - Burgaw Cemetery Fence
25. Other items to be announced

ITEMS FROM MANAGER – *James Gantt, Town Manager*

26. Discussion on the town's current trash service
27. Updates on Current Town Projects
 - Storm Water Master Plan Grant
 - Water/Sewer System Upgrades Grant
 - Digital Agenda Project
 - Sidewalk Projects
 - Parks Camera and Access Control System Project
 - Burgaw Town Center Parking Lot Update
28. Other items to be announced

ITEMS FROM ATTORNEY – *Zachary Rivenbark, Town Attorney*

29. To be announced

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

- 30. Consideration of appointing members to the Tourism Development Authority and the Parks & Recreation Advisory Committee
- 31. Other items to be announced
- 32. **CLOSED SESSION** – pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege
- 33. **ADJOURNMENT0000**